

**PRESQUE ISLE COMMUNITY LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
June 11, 2013**

Roll Call of Members - The Board meeting was called to order by President Jeff Burke at 4:02 pm. Other members present included Adam Johnson, Brian Derber, Kay Lorbiecki, Carol Stone, and Bob Berdan. Jackie Bassett joined the meeting in progress, along with Library Director Pam Eschenbauch.

Agenda Approval – On the motion of Brian Derber, with a second by Kay Lorbiecki, the meeting agenda was unanimously approved as drafted by Board President Burke, with one change regarding the date of next month’s meeting.

Minute’s Approval – Minutes of the May meeting were unanimously approved, upon the motion of Brian Derber with a second by Kay Lorbiecki.

Treasurer’s Report –The June Treasurer’s Report for May expenditures, including bills to be paid, was distributed and discussed by Carol Stone. She noted that the amount budgeted for Books, Videos and Audios has been fully consumed, so hereinafter, any expenditures for materials must come either from donations for collection development or NWLS Collection development funding. Carol also drew the Board’s attention to amounts donated to the Library in memory of Shirley Harrison and Kathy Trzesniak. A new receipts printer has been ordered from the technology expense line item. Pam indicated that she has researched various “bench” options for the Trzesniak memorial, and the Board agreed to delegate the final selection of the bench to Pam, with input to be obtained from Leo Trzesniak and Carol Stone. The Bills to be Paid amount for May is \$4321.43. Brian moved and Kay seconded a motion to approve expenditures in the amount of \$4321.43. The motion carried unanimously.

Library Administrator’s Report – Pam distributed and discussed the May circulation report. Circulation is up, due in large part to the summer season. Also up this past month is Out of state circulation which had been in a pattern of decline. The Board will continue to watch this issue. Pam noted that at the last Merlin meeting she learned that Overdrive is only available to Wisconsin residents, irrespective of whether the patron otherwise holds a library card to a Wisconsin library. Pam continues the process of weeding books from the collection that are without any circulation within the last 5 years, mostly non-fiction titles in anticipation of the upcoming annual book sale. Pam is in the process of confirming all of the Summer Reading Program speakers. [Jackie Bassett joins the meeting] Pam reviewed upcoming activities at the Library, including the Fine Arts Program on the 19th. Pam and Jackie shared information about the monthly sale of non-fiction books through “Book Prospector, \$74.73 having been netted thus far through Jackie’s efforts. Finally, Pam indicated that she has learned that DPI is in the process of rewriting the State’s Library Standards. Jeff will be provided with details at his upcoming NWLS meeting.

OLD BUSINESS

- 1) Merlin/NWLS reports. In addition to Pam’s information about DPI to publish new Library Standards, Jeff, observed that Library support systems will likely be consolidated to meet State budgetary constraints. NWLS is being proactive and will most likely propose a consolidation plan with other Northern Wisconsin sister systems.

- 2) Lower level development – construction decisions. The volunteer carpenter that Jeff has contacted to do the lower level construction, Bill Newel, has reviewed the plans and looked at the job site with Jeff. Bill suggests use of wood rather than steel framing materials to save money and labor time. Similarly, costs can be trimmed by using sheet rock other than either the quiet rock or silent rock contained in the original Pukall materials bid. Jeff anticipates that the materials expense will be reduced by about \$500.00 from the original \$7000.00 Pukall proposal. Framing is to begin next week. The volunteer Electrician will be Jim Brezinski, and he too has reviewed the plans. In anticipation of the commencement of construction, Carol moved, and Bob seconded, a motion to approve an initial materials draw of \$1500.00. The motion passed unanimously. Jeff is in the process of securing a drywall installer to work on a time basis to do the sheet rock installation. Nicolet College will be invited to look at the work in process so as to provide their input on classroom equipment needs.
- 3) Out of system use policy development-service charge. Tabled to future meeting.
- 4) Book Sale Preparations –unsold material designations? Adam has not been able to get the prison to respond to our idea to donate unsold books to the prison. He will continue to try to reach a responsible party. Other options, other than a landfill, were discussed including area nursing homes and local thrift shops. Jackie will make some calls to ascertain interest.

NEW BUSINESS

- 1) Policy reviews discussion. Jeff distributed a number of policies adopted from time to time by prior Boards. Bob distributed some cleanup language for a number of the policies, and the Board determined that two policies were no longer necessary. On the motion of Bob, with a second by Kay, the Board unanimously agreed to rescind its “Financial Policy.” Likewise, on the motion of Jeff, with a second by Carol, the Board rescinded its “Elevator Policy.” Revised copies of “The Equipment Use Policy”, “The Public Relations Policy,” and the “Program Policy” as revised and approved on June 11, 2013 are appended to these minutes. Additional policies and proposed revisions thereto will be discussed at the July meeting of the Board. In that regard, Brian is to compare the Board’s internet use policy to the policy in use at NLES. Pam is to compare the Board’s Privacy and Confidentiality policy with NWLS Guidelines, and Bob is to review the remaining previously distributed policies for language cleanup. Finally, Pam agreed to compile other policies for review, including: Bulletin Boards, ADA, Compliance, Social Media and Theft or Damage to Materials.
- 2) Summer meeting hour adjustment. The consensus of the Board was to continue with a 4:00 PM meeting start time.

Miscellaneous Board Business - None

Public comment – None

Next meeting date – July 9, 2013 at 4 pm

Adjournment – Meeting adjourned at 5:34 pm.